

Elmstone Group Property Management, LLC

Pre-close Out
ResMan Report

Review following reports for Accuracy :	Availability Report	-----
	Current Month Renewal	-----
	Delinquency Report	-----
	Profit and Loss	-----
	Move-out Report	-----
	PO's/Invoices	-----
	Pre-Bill Accounting	-----

Have the following Been Completed?	All Move-out Statements mailed out	-----
	Renewal Letter for next 60 Days	-----

Reviewing Last week of Month:	Walked Your Laundry Rooms	-----
	Walked Maint Shops	-----
	PoolSure Logs/Testing	-----
	Test Emergency Pool Phones	-----
	Property Signage/Lighting	-----
	Towing Signage	-----
	No Trespassing Signage	-----
	Review Change Current Period, Run Analysis	-----